

Standard Operating Procedure #20

Post-field Activities

Version 1.02 (August 8, 2022)

Change History

New Version #	Revision Date	Author	Changes Made	Reasons for Change	Previous Version #
1.01	5/5/2021	Amanda McCutcheon	Removed YSI 6600 reference	Updated equipment	1.0
1.02	8/8/2022	Kim Weisenborn	Updated content to refer to new PACN I&M SharePoint.	PACN data is no longer stored on a networked server (I:\ drive) and is now stored on the PACN SharePoint Site.	1.01

Only changes in this specific SOP will be logged here. Version numbers increase incrementally by hundredths (e.g., version 1.01, version 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0, 4.0). Record the previous version number, date of revision, author of the revision, changes made, and reason for the change along with the new version number.

Purpose

This SOP describes procedures to follow after the field season for the Pacific Island Network (PACN) Anchialine Pool Monitoring Protocol. The PACN Field Lead is primarily responsible for these activities and may be assisted by a technician. There are four subsections of this SOP: (1) storing field equipment; (2) data sheets and data management; (3) summarizing field notes; and (4) reporting scientific collecting activities. Note that additional information regarding data management is provided in SOPs #21-29.

Procedures

Rinsing and Storing Field Equipment

1. Following each field day, water quality instrumentation must be rinsed with fresh water. Saltwater (or brackish water) left on the equipment for an extended period of time will reduce the operational life of the equipment.
2. Clean and repair all equipment and gear before storage. Any problems with equipment or gear should be reported to the PACN Field Lead.

Post-Field Procedures for Handling Data

At the completion of this step, data and images should be processed according to [SOP #21 Workspace Setup and Project Records Management](#), [SOP #22 Field Data Sheet Handling Procedures](#), [SOP #23 Data Entry and Verification](#), and [SOP #25 Managing Photographic Images](#).

Downloading Data from YSI EXO2 Multiparameter Sonde

Data will be downloaded from the sonde following procedures in the PACN Water Quality Monitoring Protocol (Jones 2011) and the [PACN Water Quality Monitoring Protocol SOP #15 Preparing YSI Files for Importing into the Database](#).

Measure Drift Readings

Drift reading should be measured after the sampling event to ensure accurate data collection and potential sensor malfunction. Instructions on this procedure can be found in the PACN Water Quality Monitoring Protocol (Jones 2011).

Data Management

Directly following each sampling event, the following data management steps should be taken.

1. Process data sheets following the procedures outlined in [SOP #22 Field Data Sheet Handling Procedures](#).
2. Enter and verify data following the steps outlined in [SOP #23 Data Entry and Verification](#).
3. Identify and store all photos from the field season. See [SOP #25 Managing Photographic Images](#).

Summarizing Field Notes

1. Photocopy the field notes from all crew members. Store the copies of the field notes with the original datasheets. Electronically scan the filed notes and upload them to the “[Datasheets](#)” folder for the appropriate year and park in the [Anchialine Pool project workspace](#) in SharePoint¹.
2. Compile trip reports from the sampling season. The crew leader should compile all sampling reports that were written during the sampling season.

Reporting Scientific Collecting Activities

1. Prepare and submit reports. Prepare and submit reports for all scientific collecting activities via the NPS Research Permit and Reporting System (RPRS) website². In addition, prepare and submit a report for the Division of Aquatic Resources, Department of Land and Natural Resources, state of Hawaii.

¹ PACN I&M SharePoint site, <https://doimssp.sharepoint.com/sites/nps-PWR-PACNIM> (accessed 8 August 2022).

² NPS Research Permit and Reporting System (RPRS), <https://irma.nps.gov/RPRS/Home> (accessed 8 August 2022).

Literature Cited

Jones, T., K. DeVerse, G. Dicus, D. McKay, A. Farahi, K. Kozar, and E. Brown. 2011. Water Quality Vital Signs Monitoring Protocol for the Pacific Island Network: Volume 1; Version 1.0. Natural Resource Report NPS/PACN/NRR—2011/418. National Park Service, Fort Collins, Colorado. <https://irma.nps.gov/DataStore/Reference/Profile/2238111> (accessed 8 August 2022).